

**Chesterbrook Swim & Tennis Club**  
**Board of Directors Meeting**  
**June 6, 2016, 7 pm**  
**Chesterbrook Swim & Tennis Pumphouse Pavilion**

**Agenda**

**Board Members in Attendance:** Mike, Paul, Cary, Jamie, Roger, Tricia, Tara, Kim, Laurie, Robin, Stuart, Ridgely, Melissa, Erin, Brian, Keith, Suzanne,

**Board Members Absent:** Jo, Christine, Laurel

**Other members in attendance:** Josh Frey, possible social director candidate

**Call to Order:** Paul called the meeting to order at 7:10 pm.

**Minutes:** Laurie had previously emailed the May 5 meeting minutes. Paul had incorporated several edits. The minutes were approved.

**Manager:** Mike reported that the pool opened. We sold about 300 burgers and dogs over Memorial Day weekend. The week prior a tree trimming company used the parking lot and gave us free tree trimming for about \$2000 worth of work. So far, 13 private parties booked have been booked and paid for, not including board member parties. Parking lot repairs have been made. We purchased a used ping pong table, utilized the solar covers (up to 80 degrees by June 1), shifted ice cream distributors to Scoops2U (which will have truck service for a swim team event). We are still working on improving tennis lights.

One issue with a member family has been addressed personally. Mike will report back next month on how this system is working and whether we need to reconsider and take additional action.

The staff has been great so far this season. Mike is using a Google doc to submit schedule and get availability, and it's working really well with the group.

**President:** Paul distributed prior to the meeting a draft and revisions to a letter drafted by Roger, Jamie, and Paul about an increase in certificate fees to support the renovations. It's long but thorough. Additional information can be made available at the AGM.

**Operations:** Stuart reported that we will get a mosquito control spray around the perimeter, including the grass, sandpit, snack bar. We may need some talking points about safety, nonpoisonous, etc, but those should be provided by the vendor. They can come in the morning before we open to the public. We can get other pests treated too. We're still gathering cost information. A motion was made to allow up to \$4,000 for mosquito prevention for the entire season.

**Finance:** Roger sent out the Profit and Loss report for May. The accounting for all front desk fees and snack bar has been tightened up, so we have much better controls. He is still working on how much maintenance is recurring vs. one time items.

**Tennis:** Kim reported that we've had more rainouts than usual this season but that makeups are being offered. Summer camps and clinics are starting soon.

Robin reported that the adult teams are going well and that 44 juniors have registered for the team, which begins practices June 27.

Summer staffing looks good. All hiring is done. The court repairs are scheduled for June 20, but Bishop Tennis is behind due to rain. If they can't do June 20, we'll push back to August after junior team. Five days are blocked.

**Communications:** Melissa would like to know all events coming up so she can publicize them. As soon as you confirm a date, please let her know. Next events are the hours changes when schools are out and then July 4 events. She will solicit information for the next S&S. Melissa had a logo designed with tennis ball floating in shark-infested water. She will look into ordering shirts. Tara has some information on shirt companies that she will share.

**Strategic Planning:** Jamie reported that the resubmission of the plan to the BZA is ready. The lighting plan was completed by a new vendor after the previous company wasn't completing the work. Moving forward, we'll need to pick up the pace. The next step after resubmission, assuming the county accepts the plan and give us a date, is a public hearing, likely 90 days after acceptance (earliest September). Renovations committee members have plans to reach out to all neighbors. The next issue is that when we go for the money from membership this summer, we don't have an approved plan. Paul pointed out that we can hold a separate meeting in the fall. Some of the next steps can be done concurrently: site review, hiring an architect and a contractor.

Erin pointed out that we need a standard answer of what the project costs, phasing, total time. We should use the letter as the talking points. We need to be able to support whatever we will ask of the members by the time of the July meeting.

**At-Large:** Erin reported that June 11 swim event will have a "Join the Board" table. Erin made flyers and encourages other board members to attend and work the crowd. The table will be by the entrance in the snack bar. There will likely be 70-80 families at the swim meet.

We believe we have candidates for VP Personnel and Treasurer and are still looking for Strategic planning, swim team, tennis team, membership/secretary, dive, tennis activities, communication, and pool activities.

**VP Personnel:** Keith reported that all staff are settled in with paperwork and no issues have arisen. There has been another tennis hiccup in the payment where payments have been going to an old account but that will be fixed.

Keith also discussed hopes to upgrade IT infrastructure for administration used by the board, including web hosting, email system, and a document repository. We would like to put an RFP out for someone to do an evaluation of our infrastructure and recommend new systems. Laurie and Melissa are highest users of infrastructure so should be on the committee and then either VPs or Paul. Work could include discussing with other clubs.

A motion was passed to draft this RFP.

**Social:** Tricia reported that the family party registration will be prepay only, no door payments, for the July 16 event. This is a communication issue.

The Memorial Day BBQ was postponed due to weather but has been rescheduled for June 25. Food trucks are scheduled for this weekend: Rocklands on Saturday, Amoo's on Sunday. We get 10%. At table eating will be tolerated.

Two members have asked to do a Wine and Cheese Wednesday. Brian and Tricia are looking to include a committee to assist with running their programs.

**Swim:** Cary reported the team will do a Stay and Play at the pool instead of their usual team outing. Games2U is coming, and they will have hamster ball, ice cream truck, laser tag and other fun games. Parents can stay on the pavilions. The first dual meet is June 25 against Highlands.

**Dive:** Ridgely reported the team started today with 54 registered kids. More will likely register. There are many young divers. A full staff is ready. The first meet is June 28 against Orange Hunt.

**Pool Activities:** Suzanne reported that everything is going well. Fifteen adults signed up for swim lessons, and camp registration is coming along. Yoga is 11 -12 on Sundays. The McArthur girls will offer a volleyball clinic on Sundays.

There being no new business, the meeting was adjourned at 9:25.